

W52P1J-15-R-0052, EAGLE JPPSO RFP Q&A

Q #	Question Reference (RFP #, PWS #, etc.)	Question	Answer
1	General RFP and PWS	We do not see any collective bargaining agreements or SCA wage determinations (WS) posted for this solicitation, nor is there any mention in the PWS or solicitation regarding which WDs to use for the 5 locations. Will you please post the relevant WDs or CBA?	See Amendment 0001.
2	PWS, Section C-1 page 1, paragraph 1.1.2.2 and Exhibit A - TE 1G-001	A sentence in the MOA states "Personnel from the losing PPSO will report to the gaining JPPSO and be ready to work no later than ninety (90) days prior to the effective date of the consolidation". Is this sentence telling the contractor that during the course of the office and position realignment (referenced in the PWS) that personnel from the "losing PPSO" will be expecting an open position for them at the gaining JPPSO. If so, is the potential relocation at the employees expense?	ASC's interpretation of the MOA is that in this instance "Personnel" is an authorization, not a particular individual. Relocation expenses are not authorized for reimbursement by the Government.
3	General	As this solicitation only applies to Personal Property Shipping Office and a contractor has excellent past performances in this area, can that contractor submit a proposal as a Prime and without teammates?	If the offeror was approved in BOA Step Two to be able to perform in the Transportation functional area without the reliance of teammates, then the offeror may submit without teammates on the JPPSO requirement. However, if the offeror was approved in BOA Step Two to perform Transportation functional area only with the use of teammates, then the offeror must propose with reliance upon teammates. See H.1 (d) and (e) of the RFP.

4	<p>W52P1J15R0052 JPPSO DRAFT RFP QUESTIONS, dated 3Mar15; W52P1J15R0052, Exhibit D, TE 1G-005, Key and Specified Non Key Positions; W52P1J15R0052, Attachment 0001, JPPSO PWS</p>	<p>In response to Questions 10 and 25 for the DRAFT RFP, the Government noted there were no "strictly-supervisory" positions required at each JPPSO/CPPSO location, and TE 1G-005, Key and Specified Non Key Positions, and the PWS would be updated to reflect the requirement for a working lead. After reviewing the Final RFP documents, we note that the Government updated TE 1G-005; however, the position description for the Site Lead was taken from the DRAFT PWS para 1.3.2.1.2 and inserted as the description for this position, and this paragraph was removed from the FINAL PWS. This PWS paragraph was the subject of Question 25, noting the supervisory duties included in this description, even though the Government stipulates that is not the intention.</p> <p>The SCA Directory of Occupations (Fifth Edition) provides the following description for SCA 01113 GENERAL CLERK III, with Exclusions: "This position uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.</p> <p>The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.</p> <p>Proposing a General Clerk III as the Site Lead for these locations, given the description and supervisory aspects of the position, would fall outside this position description. Would the Government please relook the classification of this position and provide further clarification?</p>	<p>The Government does not intend for the Site Lead to serve as a "supervisor" as it is defined by the National Labor Relations Act (NRLA). 29 U.S.C. §151 Section 1 National Labor Relations Act definition of a supervisor: "(11) The term "supervisor" means any individual having authority, in the interest of the employer, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action, if in connection with the foregoing the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment."</p> <p>The duties of the Senior JPPSO Administrator: The site lead is responsible for coordination with the Project Manager and should be the senior team member at the assigned JPPSO/CPPSO. Other typical site lead duties include tasks such as, but not limited to: conducting employee orientation and training; assigning work; implementing corrective action; reviewing and approving time records; resolving complaints; resolving issues and recommending actions to improve delivery of services to the customers; participating in or conducting meetings; preparing reports, plans, and working instructions. This position is in addition to their primary responsibilities as the Senior JPPSO Administrator. This position is primarily intended to serve as a functional or working site lead and is not intended to be a fulltime supervisory position. It is not intended that the site lead will, in the interest of the employer, hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees. The assignment of work is in accordance with the contractor's workflow (and in accordance with the PWS); approval of time records is clerical in nature for accuracy purposes only. Supervisory responsibility remains with the offeror and is not contemplated as a 'direct-billed' position at this time. Offerors are responsible for ensuring compliance with all applicable labor laws and regulations.</p>
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5	Attachment 0002, Staffing Labor Mix and Exhibit K TE 1T-002 Estimated Overtime	Attachment 0002 indicates that the minimum staffing requirement for JPPSO Clerk II at the JBLM JPPSO office for the base and option period 1 is 0 FTE, However Exhibit K indicates that there are an estimated 50 hours of overtime for the JPPSO Clerk II position during the Base and Option Period 1. Can the Government provide clarification on the observed disconnect?	The overtime hours provided are estimates only provided for purposes of evaluating overtime prices. Although there are 0 FTEs currently for those sites on attachment 0002, offerors are required to propose to the hours listed on Exhibit K for overtime.
6	Attachment 0002, Staffing Labor Mix and Exhibit K TE 1T-002 Estimated Overtime	Attachment 0002 indicates that the minimum staffing requirement for JPPSO Clerk II at the Jacksonville JPPSO office for the base period is 0 FTE, However Exhibit K indicates that there are an estimated 50 hours of overtime for the JPPSO Clerk II position during the Base Period. Can the Government provide clarification on the observed disconnect?	See Government response #5.
7	Attachment 0002, Staffing Labor Mix and Exhibit K TE 1T-002 Estimated Overtime	Attachment 0002 indicates that the minimum staffing requirement for JPPSO Clerk II at the San Diego JPPSO office for the Base and all Option periods is 0 FTE, However Exhibit K indicates that there are overtime hours for the JPPSO Clerk II position during the Base and all Option Periods. Can the Government provide clarification on the observed disconnect?	See Government response #5.
8	Section M.3 b (1) ii) states that the Government will, "multiply the rounded number of proposed FLC1 FTEs for all FLC1 positions by the applicable offeror-provided number of hours per year by employee type."	Attachment 0002 - Staffing/Labor Mix does not contain fields for Offerors to enter a number of hours per year by employee type. Would the Government please provide an updated Attachment 0002 reflecting this?	Please see amendment 0002
9	Technical Exhibit K Overtime and Attachment 02 Staffing Labor Mix	There is a discrepancy in position hours/ overtime. On Attachment 02, for all Rqd FTE Option Periods (1-4), no regular hours are listed for the position title JPPSO Clerk II in the San Diego, CA location. On Technical Exhibit K, the JPPSO Clerk II in San Diego, CA has 50 an estimated overtime hours for each option year. Does the Government plan to add regular hours for the JPPSO Clerk II position? Does the Government plan to remove the overtime hours listed?	See Government response #5.

10	PWS Paragraph 1.1.2.2	The following planned Army PPSOs are scheduled to transition to a PPPO and realign back office functionality to corresponding DoD JPPSOs under a Consolidation initiative directed by the Office of the Secretary of Defense (OSD): Will the positions that are being realigned to JPPSO-MA (Belvoir), JPPSO-SW (San Diego), and JPPSO-SE (Jacksonville) in August of 2015 be available at the NTP date?	Yes
11	PWS and RFP	1). Will the Executive Order (EO) 13495 (hiring incumbent personnel) apply to this contract? 2). If EO 13495 applies to this contract, will the Government reimburse the contractor for relocation expenses and how will the contractor show this cost in the proposal?	This is a new effort and not a recompetes of an existing contract.
12	Exhibit K, TE1T-002 Estimated Overtime	Is the estimated total (i.e. 200 hrs in the base year at Ft Belvoir) for all Full Time Employees (FTEs) combined per period or is the total listed for each position title the amount of estimated overtime per FTE per period?	The total estimated hours of overtime for Belvoir is 200 hours. TE I-T002 further breaks it down into hours for each labor category
13	W52P1J15R0052 JPPSO DRAFT RFP QUESTIONS, dated 3Mar15; W52P1J15R0052, Exhibit D, TE 1G-005, Key and Specified Non Key Positions	<p>After reviewing the Final RFP documents and responses to JPPSO DRAFT RFP Questions, we note the Government updated TE 1G-005; however, the JPPSO Clerk II Specified Non-Key Position does not appear to correlate with the position description. This position description better correlates with the JPPSO Administrator (Travel Clerk III) instead of a JPPSO Clerk II (Travel Clerk II). In accordance with the SCA Directory of Occupations (Fifth Edition), a Travel Clerk III requires very little instruction, guidance, and review, and is versed in all major modes of transportation, while a Travel Clerk II is proficient in two modes of transportation and requires review of work for compliance and decisions. The position description for this Specified Non-Key Position states, "responsible for the daily requirements of the JPPSO effort and must be extremely familiar with the operation of and automation used in support of the Personal Property Office...must be extremely proficient in data entry, be able to make decisions based on standing operating procedures and have to ability to work with minimal supervision."</p> <p>Would the Government please confirm the JPPSO Clerk II (Travel Clerk II) is the correct Specified Non-Key Position, and it did not intend for this to be the JPPSO Administrator (Travel Clerk III)?</p>	Yes, Travel Clerk II is the correct labor category for the JPPSO Clerk II Specified Non-Key Position. The position description provided in Exhibit D for the JPPSO Clerk II Specified Non-Key Position is consistent with the definition of Travel Clerk II found within the SCA Directory of Occupations 5th Edition. It is noted that the definition of Travel Clerk II which is provided within the question posed is not entirely accurate; the SCA Directory of Occupations 5th Edition definition actually states in relevant part, "Travel usually involves the use of two or more modes of transportation...The majority of assignments are performed without technical assistance... " (emphasis provided).

14	Exhibit K-TE 1T-002EstOvertime	The Exhibit shows projected Overtime hours at Fort Hood, JBLM, Jacksonville and San Diego for JPPSO Clerk II but no personnel in the Base Year; OY-1 has OT hours at JBLM and San Diego for JPPSO Clerk II but no personnel; OY-2 through OY-4 has OT hours at San Diego for JPPSO Clerk II but no personnel?	See Government response #5.
15	CDRLs show deliverables due to the COR by specific dates.	Will Contracting Officer Technical Representatives (COTR) be at each individual location or will there be a single Contracting Officers Representative (COR) for the overall contract to receive the deliverables?	Each site will have a Government POC. Exact COR / COTR assignment are at the discretion of the PCO and have not been finalized. The successful offeror will be provided the COR/COTR contact information after award.
16	PWS Para 1.3.2.1 "The Government reserves the right to review qualifications and resumes of all employees holding key positions." PWS para 1.3.2.1.1. The Government states "The contractor need not provide resumes for non-key personnel but shall provide TE 1G-002 Contractor Employee Information List."	CDRL PM 02 requires that resumes for non-Key personnel be provided to the US within 10 days of NTP. Para 1.2.3.1 states that the USG reserves the right to review resumes of all key personnel yet the proposal instructions do not make provisions for submission of resumes. Will the USG please clarify if resumes for key personnel are to be submitted as part of the response; and if so, please clarify as to which part of the TR should they be included given the page limits of the Staffing and Management Plan and MECS are 4 and 2 pages respectively.	Resumes are not required to be submitted with offerors' proposals and are not reviewed as part of the evaluation. Resumes are only required after NTP.
17	PWS Para 1.3.2.1 The contractor shall establish and maintain an appropriate employee occupational reliability program (ORP). The ORP, a formal security and safety reliability program, will serve to ensure that individuals working in positions afforded access to certain materials, facilities, and programs are contractor-certified to meet the highest standards of reliability and physical and mental suitability before such access is granted.	Can the USG please provide additional guidance on how it anticipates this ORB being developed, managed, and/or presented to the USG for inspection? e.g. is this a spreadsheet that tracks or manages certifications IAW AR 190-11, is it a word document, or does it require a memo for each individual certification by employee, etc?	The Government does not have a required format for the ORP. Systems/programs such as SharePoint, Excel, etc. may be used at the offeror's discretion. Presentation of the ORP can be as simple as providing the required certifications/background checks by employee with the expiration date(s) and plan for renewal.

18	<p>Para 1.4.5 1.4.5 The contractor shall designate and appoint a qualified Project Manager (PM) at the company's corporate office (there is no government office space contemplated for this position) not later than the start of work and the PM (or qualified replacement) must remain throughout the period of performance of this effort. The contractor's Project Manager is not required to be a fulltime employee dedicated to this effort; however, the PM shall be responsible for aspects of this effort and shall perform the annual quality visits / reviews for each site unless the corporate leadership designates a corporate officer to fulfill this function.</p>	<p>How many hours per year does the USG anticipate the contractor should bid in support of the PM position?</p>	<p>The Government does not have a minimum number of hours for the PM position for the JPPSO effort. The PM position hours proposed are at the sole discretion of the offeror and should propose using past experience with efforts such as this to ensure it can properly execute the requirements. The PM position does not appear on the Attachment 0002; however, offeror's must include the PM requirements in the cost of the effort.</p>
19	<p>Para 1.5.3.1 When required, the contractor will maintain capabilities for receipt, storage and generation of classified material, up to and including SECRET, in accordance with the security programs such as the Department of Defense (DoD) Industrial Security Manual (DoD 5220.22-M), the DD Form 254 and appropriate security instructions or guidelines when applicable. The contractor will maintain accountability records/receipts for classified material to include transfer and destruction of material.</p>	<p>As there is currently no DD254 against this contract how does the USG anticipate the handling/storage of secret/classified information if non-cleared personnel and facilities are being utilized in support of this contract?</p>	<p>There is no requirement for classified handling or storage at this time. The Government will notify the successful offeror if there is a change.</p>

20	Para 1.9.1 All work completed or in various stages of completion under this contract shall become Government property, including but not limited to, collected data, computer software, computer documentation, and technical data. As the commissioning party, the Government shall be the owner of all material subject to copyright protection.	Does the USG intend to provide share drive(s) folders or a storage server at a consolidated location to store electronic products or deliverables generated by the workforce and computer/monitors listed in TE 3G-02?	Each location may vary in networked/shared storage. In the event shared storage is not available, the successful offeror may be required to submit any data via DVD / upload to ASC SharePoint.
21	Attachment 0005 - Cost/Price Matrix CLIN 0001, Transition In.	Given that there is only one transition in CLIN, are Offerors to assume that this CLIN is inclusive of general contract start-up costs only and that all site independent start-up costs should be included under CLINs 0002AA through 0002AE?	Yes, CLIN 0001 is inclusive of general start-up costs only. All other costs associated with the individual sites (except travel and ODCs) shall be part of an offeror's firm-fixed price labor proposal for their respective sites.
22	Attachment 0005 - Cost/Price Matrix CLIN 0001, Transition In.	If CLIN 0001 is inclusive of general contract start-up costs and all site independent start-up costs, will the Government provide an updated Attachment 0005, as the current attachment only allows for entry of these costs for the base year and transition of staff at the various places of performance occurs in option years 1, 2, and 3 as well as the base year.	All site independent start-up costs (except travel and ODCs) shall be proposed with their respective sites for the base and all option periods.
23	W52P1J15R0052, Section J, Page 34 of 62; Attachment 0014, Contract Participation Matrix	Attachment 0014 was provided as an attachment associated with this requirement; however, there is no Section L requirement to submit this attachment as this is a small business set-aside. Would the Government please note this attachment as RESERVED?	Attachment 0014 has been removed and marked as reserved. Please see amendment 0002.
24	Attachment 0014, Contract Participation Matrix	There is no information in Section L or M giving instructions on what to include in this attachment or where to place this attachment in our submission.	Attachment 0014 has been removed and marked as reserved. Please see amendment 0002.

25	Attachment 0010 Teaming Matrix states, "F) Total Estimated Dollar Value for each participant for the entire five (5) year Period of Performance. Note: The total estimated dollar value provided should equal the "Subtotal - Proposed Contract Value" found on Attachment 0005 - Cost/Price Matrix."	Attachment 0005 - Cost/Price Matrix does not contain a "Subtotal - Proposed Contract Value" field. Would the Government please provide an updated Attachment 0005 reflecting this?	Please see amendment 0002. Attachment 0005 has been updated. Please find updated copy on ASFI.
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